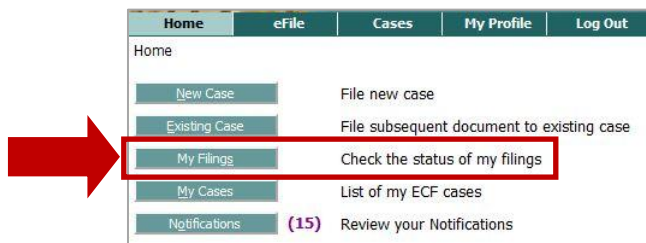


How to Resubmit a Returned Filing

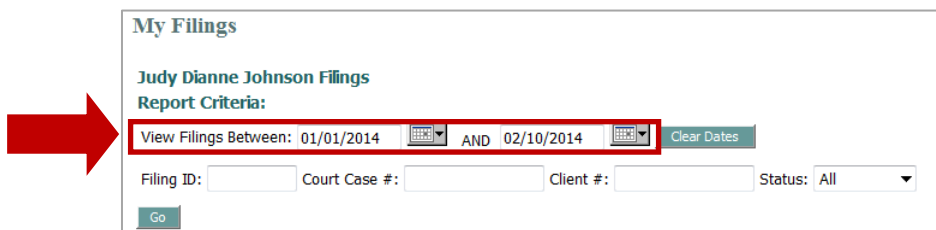
If a filing has been returned for clarification by the Clerk of Court, it will be returned to the eFiler and will be assigned a status of Returned Not Filed. A Resubmit button will appear next to the filing status, allowing the eFiler to change the error. The original document filed should be deleted and a corrected one resubmitted, or information that was entered in error can be corrected.

Note! If a submission is Returned Not Filed, the receipt will include a reason. Some reasons are entered automatically by the system (for example, if a document contained a virus), or the clerk will provide a reason for the return. This can be found in the email notification or by clicking 'Returned Not Filed.'

1. Click **My Filings** from the homepage.



2. **Enter search data** to find the case/filing. For example, if you know the date (or date range) the filing was submitted, enter that information.
3. Click **Go**.



4. Locate the filing marked **Returned Not Filed** from the Status column and click the link to find the reason for return.

My Filings Between 01/01/2014 and 02/10/2014

Delete

<input type="checkbox"/>	Filing ID	Client #	Court Case #	County	Date Submitted	Document Type	Status
<input type="checkbox"/>	46675			Black Hawk	02-10-2014:11:35:58 AM	SMALL CLAIMS ORI	Returned Not Filed Resubmit
<input type="checkbox"/>	46628		SRCR253830	Polk	02-06-2014:02:27:46 PM	TRIAL INFORMATION	Received
<input type="checkbox"/>	46596		SCSC522508	Polk	02-06-2014:11:26:40 AM	OTHER EVENT	Awaiting Approval
<input type="checkbox"/>	46594	jones	CDDM049590	Black Hawk	02-06-2014:11:21:18 AM	PROPOSED ORDER SETTING TRIAL	Filed



How to Resubmit a Returned Filing

- Click the Back button (not shown) at the bottom of the page to return to the My Filings list.
- Click **Resubmit**.

My Filings Between 12/23/2010 and 12/29/2010

Delete

Filing ID	Client #	Court Case #	County	Date Submitted	Document Type	Status	
8066			Black Hawk	12-23-2010 09:27:19 AM	SMALL CLAIMS ORIGINAL NOTICE	Returned Not Filed	Resubmit
8042		CNCV105374	Black Hawk	12-23-2010 09:26:36 AM	PROPOSED OTHER DECREE	Filed	

- The Add a Document page opens showing the details of the submission. The eFiler can then make changes to case/party information by selecting the icon in the Edit Data column (in the Case Data line). (See eFiler User Guide for help entering case and party data.)

Case Sub Type : SMALL CLAIM - MONEY JUDGMENT (must pay fee if filing with FED)

Document Category -- select a Document Category --

Document Type * -- select a Document Type --

Additional Text

☐ Filed under order to seal Date of order to seal

Acceptable File Format Type(s) (*.pdf)

Document Location Browse...

Add to Submission Add

Document Name	View Document	Edit Data	Size	Remove
Case Data	form.xml			
SMALL CLAIMS ORIGINAL NOTICE	Small Claims Original Notice - Blank.pdf		0.09 MB	

Total Size: 0.09 MB

Back Move to Draft Next

- If the submitted document needs to be corrected, click the icon in the **Remove** column.

Note! Some document types are restricted to one per case. For instance, you will not be able to add a corrected Small Claims Original Notice until you first remove the existing one.

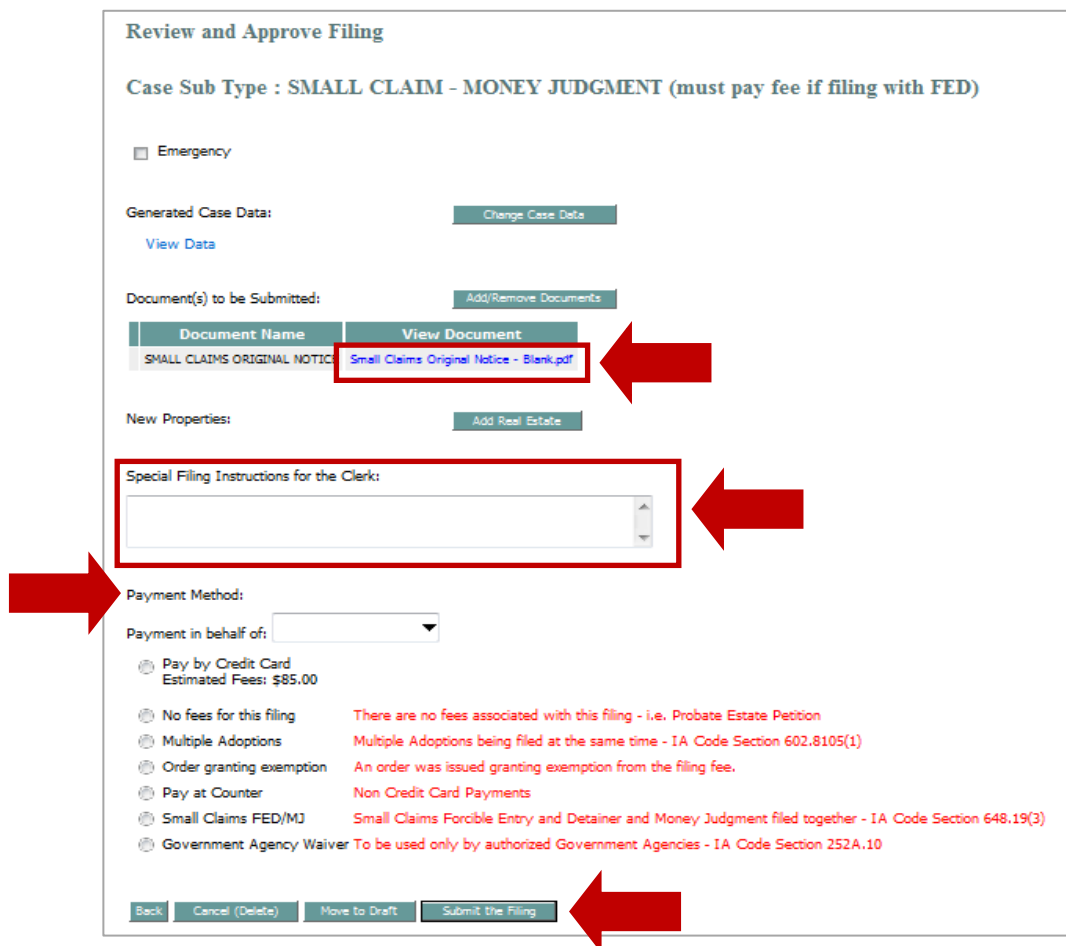
Document Name	View Document	Edit Data	Size	Remove
Case Data	form.xml		0.01 MB	
SMALL CLAIMS ORIGINAL NOTICE	Small Claims Original Notice - Blank.pdf		0.09 MB	

Total Size: 0.09 MB

Back Move to Draft Next

How to Resubmit a Returned Filing

9. Once you have removed the existing document, reselect the document type, browse to find the correct document, and click Add to upload (see screen shot in step 7).
 10. Click **Next**.
 11. On the **Review and Approve Filing** page, click the blue document link to check the resubmitted document before you move on.
 12. Add a note under **Special Filing Instructions for the Clerk** if you have anything you want to explain about your resubmitted filing.
 13. Select the **Payment Method**. If there is a fee for the filing, you will be required to pay that fee.
Any fees paid for the original filing will be refunded to you.
- Note!** Your document will receive a new file stamp corresponding to the date and time of your resubmission.
14. Click **Submit the Filing**.



Review and Approve Filing

Case Sub Type : SMALL CLAIM - MONEY JUDGMENT (must pay fee if filing with FED)

☐ Emergency

Generated Case Data: [Change Case Data](#)
[View Data](#)

Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document
SMALL CLAIMS ORIGINAL NOTICE	Small Claims Original Notice - Blank.pdf

New Properties: [Add Real Estate](#)

Special Filing Instructions for the Clerk:

Payment Method: [Add Payment Method](#)

Payment in behalf of: [Add Payment Method](#)

☐ Pay by Credit Card
Estimated Fees: \$85.00

☐ No fees for this filing
There are no fees associated with this filing - i.e. Probate Estate Petition

☐ Multiple Adoptions
Multiple Adoptions being filed at the same time - IA Code Section 602.8105(1)

☐ Order granting exemption
An order was issued granting exemption from the filing fee.

☐ Pay at Counter
Non Credit Card Payments

☐ Small Claims FED/MJ
Small Claims Forcible Entry and Detainer and Money Judgment filed together - IA Code Section 648.19(3)

☐ Government Agency Waiver
To be used only by authorized Government Agencies - IA Code Section 252A.10

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)

The information contained in the training materials for the Iowa Judicial Branch Electronic Document Management System (EDMS) is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.